



FISH AND GAME, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FISH AND GAME, DEPARTMENT OF	RELEASE DATE:	Thursday, December 11, 2008
POSITION TITLE:	Assisant Deputy Director, Fiscal, CEA I	FINAL FILING DATE:	Friday, December 26, 2008
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	12112008_1

POSITION DESCRIPTION

Major Duties and Responsibilities:

The Assistant Deputy Director, Fiscal, under the general direction of the Deputy Director, Administration, directs the statewide operation of the Department of Fish and Game's (DFG's) Accounting Services, Budget, and License and Revenue Branches; and develops and administers DFG's fiscal policies and procedures.

Additionally the Assistant Deputy Director, Fiscal:

- o Manages fiscal resources and develops strategies to improve budget efficiency and alternative funding sources.
- o Provides guidance, training, and direction to departmental management on a variety of fiscal issues and establishes standards to ensure that managers are fiscally responsible.
- o Provides advice to the Executive Team and the Deputy Director, Administration on policies impacting the administrative functions of accounting, budgets, fiscal systems, and licensing; provides day-to-day policy decisions on operating procedures, implementation of programs, and management techniques impacting the fiscal direction of DFG.
- o Represents DFG before the Legislative Analyst's Office, Legislative Consultants, and the Department of Finance.
- o Coordinates and consults with the State's control agencies, legislative staff, and others to facilitate implementation of DFG programs.
- o Achieves the goals and objectives of DFG's strategic plan and priority initiatives.

- o May serve in the absence of the Deputy Director, Administration with regards to policy decisions and administrative operations.
- o Utilizes strong written, oral and interpersonal communication skills to ensure continuing team development within DFG and inspires the use of these skills by staff.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a

private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assisant Deputy Director, Fiscal, CEA I**, with the **FISH AND GAME, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

Minimum Qualifications for Admittance:

EITHER I: Must be a civil service employee with permanent civil service status.

OR II: Must be employed by the Legislature for two or more consecutive years as defined in Government Code Section 18990.

OR III: Must be employed by the Executive Branch for at least two consecutive years in a non-elected status as defined in Government Code Section 18992.

Applicants must have the ability to perform high administrative and policy influencing functions effectively. Such overall ability requires possession of most of the more specific knowledge and abilities listed under "scope of examination".

Scope of Examination:

Knowledge of:

The organization and functions of California State Government including that of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; equal employment opportunity and

anti-discrimination programs.

Ability to:

Plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislature and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

The knowledge and abilities are expected to be obtained from the following kinds of experience:

Supervisory/administrative experience in a line or staff activity, including execution and/or evaluation of program policies.

(The above experience may have been paid or volunteer; in State service, other government settings, or in a private organization.)

EXAMINATION INFORMATION

Type of Examination: This examination consists of an application and Statement of Qualifications screening process with examination interviews conducted, if necessary, for those applicants meeting the pre-determined screening criteria listed below. Candidates must obtain a minimum rating of 70% to obtain list eligibility. Candidates are notified in writing of his/her results. The Director may conduct hiring interviews before a selection is made.

APPLICANTS ARE REQUIRED TO ATTACH A "STATEMENT OF QUALIFICATIONS" TO THEIR APPLICATION NOT TO EXCEED TWO PAGES. THE STATEMENT SHOULD CLEARLY INDICATE "STATEMENT OF QUALIFICATIONS" AT THE TOP OF THE PAGE.

INCLUDE IN YOUR STATEMENT OF QUALIFICATIONS SPECIFIC EXAMPLES OF YOUR EXPERIENCE THAT DEMONSTRATES EACH OF THE FACTORS INCLUDED IN THE SCREENING CRITERIA. PLEASE NOTE THAT THE EXAMPLES YOU PROVIDE IN THE STATEMENT OF QUALIFICATIONS MAY BE THE ONLY TOOL USED FOR DETERMINING YOUR FINAL SCORE AND RANK ON THE ELIGIBLE LIST.

APPLICANTS NOT SUBMITTING A STATEMENT OF QUALIFICATIONS WILL BE DISQUALIFIED FROM THE EXAMINATION. A RESUME DOES NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.

Applications/Statement of Qualifications requires employment history information including "to" and "from" dates (month/day/year), time base, and civil service class titles (if applicable).

Screening Criteria: • Knowledge of the State's fiscal process.

- Demonstrated high level of technical and detailed experience in the State's financial and fiscal management, budget, and accounting process.
- Demonstrated administrative experience in formulating, implementing, and evaluating program policies.
- Demonstrated leadership skills.

- Knowledge of DFG programs, policies, procedures, and overall mission.
- Experience working collaboratively with a variety of public, private, local, State, and Federal government entities and stakeholders.
- Knowledge of program evaluation and development.
- Managerial/supervisory experience directing professional and administrative staff.
- Demonstrated knowledge and experience in budgetary management and development and ability to make sound fiscal decisions.

FILING INSTRUCTIONS

The State Examination Application (Form STD 678) and Statement of Qualifications **MUST BE RECEIVED BY 3:00 P.M. ON DECEMBER 26, 2008. APPLICATIONS RECEIVED AFTER THAT DATE AND TIME, REGARDLESS OF POSTMARKED DATE** will not be accepted. Faxed and emailed applications are not accepted. Resumes are optional; Statement of Qualifications required.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FISH AND GAME, DEPARTMENT OF, Examination Unit
1416 Ninth Street, Room 1217B, Sacramento, CA 95814
Maria Luna | 916 653-8120 | mluna@dfg.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FISH AND GAME, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>